



Archery - Risk Analysis and Management

Risk Analysis		Management				
Hazard/Harm	Risk severity (Initial)	Control (Eliminate/ Minimise)	Action	Risk severity (residual)	SOP	Accepted
People: Poor supervision	12	M	Supervised activity. Rope up for barrier to shooting area.	4	•1 Activity Supervisor per 12 participants. •All activity supervisors to be trained by a CYC Instructor. •All campers not shooting must stay behind those using the bows, on the green turf or in the shelter. •Campers to collect arrows once all shooters have finished and bows are on ground	Yes
Environment: Insect Stings and Bites Anaphylactic reaction.	12	M	Take preventative measures as required. Insect repellent Any person at risk of anaphylactic shock should already carry an epinephrine auto-injector. In an emergency CYC has backup Epi pens available. Monthly activity checks for Wasps nests.	4	Wear insect repellent as required.	Yes
People: Misuse of equipment	10	E	Do not leave gear unattended.	5	•Never leave the archery equipment out or unattended. •Wrist guards are provided on request, keep the forward arm slightly bent – elbow pointing out to the side to prevent injury. •For the last group of the day, the Supervisor must take equipment back to designated area. •No shooting if animals are behind targets. •Do not dry fire the bows (an unloaded bow).	Yes



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Equipment: Targets Falling on Participants	8	E	Targets to be always fastened or weighted to prevent falling of participants during arrow retrieval	1	-	Yes
Equipment: Arrows protruding from the target and possibly the ground.	8	E	Ensure care is taken when approaching the target.		•Walk to the targets, do not run.	Yes
Equipment: String Slap. Bowstring hitting the forearm.	6	M	Encourage proper form and provide P.P.E.	1	•Wrist guards are provided on request, keep the forward arm slightly bent – elbow pointing out to the side to prevent injury.	
People: Incorrect use	6	M	Technique diagram CYC Host to train Supervisors on use, prior to beginning of activity	4	•All activity supervisors to be trained by a CYC Instructor. •Keep bows pointed towards the targets. •Use Technique diagram.	Yes
Environment: Natural Hazard	6	M	Make use of shelter Wear hats/sunscreen CYC Staff to be aware of changing conditions Activity to not be operated in severe weather events, excessive rain/wind, or natural disaster CYC Staff to be aware of changing conditions, esp. high winds, and pause/stop the activity when necessary	3	•Wear sunblock on fine days.	Yes
People: Impairment of Supervisor	6	E	CYC Staff to look out for signs of impairment No alcohol/drugs on site	3	CYC reserve the right to close this activity if these instructions are not followed.	Yes
Terrain: Uneven track	6	M	On monthly check list	2	-	Yes
Equipment: Damage to equipment	2	M	CYC Staff to check prior to putting out gear	1	•Do not dry fire bow (an unloaded bow) All damage and injuries must be reported to CYC Staff as soon as practicable.	Yes





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Emergency procedures Stop activity, assess situation, administer first aid, call emergency services if necessary, notify camp organisers and camp staff, and fill out an incident form when practicable.	
Equipment	2 bows and 10 arrows Activity SOPs.
Competencies for Activity Sign Off	• Be able to manage a group of participants 1:12 • Follow the Activity Instructions • Actively supervising the participants • Looking out for unsafe actions • Know where to get help/locate CYC Staff or group organizers • Technical information
Final decision on implementing activity	ACCEPTED by CYC Director
Comments Circumstances can change quickly, supervisors need to be diligent in their task, and respond as needed. CYC reserve the right to close this activity.	

